

## **JOB ADVERT**

### **Pastoral Officer**

Location: Cambridge

Salary: £6,500 - £8,167 per annum (Pro rata of £19,500 to £24,500 FTE)

Job type: part time, permanent

The National Extension College is looking for an experienced part time (12 hour per week) Pastoral Officer to provide online support to our student body. Do you want to improve the life chances of all students? Do you want to make an impact in a College which has a long history of high quality distance learning delivery. NEC is seeking to appoint an enthusiastic, supportive and well-organised person to work alongside a team of dedicated support staff in our Tutor and Student Services teams providing a professional service to students, parents and sponsors.

The National Extension College (NEC) is an educational charity based in Cambridge, which is part of the Open School Trust. NEC has provided tutor-supported distance learning courses directly to learners for over 55 years, and also publishes learning resources for colleges and training providers.

### **Job Purpose**

To promote an inclusive and welcoming online learning experience for students, working with the Tutor and Student Services teams to ensure enrolment with integrity, and to support individual on-course students requiring additional study support.

To contribute to continuous improvement of the student experience through delivery of on-line group tutorials and targeted, structured mentoring sessions for allocated students

To co-develop and implement strategies that provide opportunities to enhance student engagement and improve course completion targets

To be a point of contact on safeguarding, and work with NEC to resolve identified issues.

### **Role suitability**

This role is suitable for anyone who has a passion for education and is able to support students who have a variety of needs. You may have worked in education in another or similar support role.

**Closing date:** 16<sup>th</sup> August 2021

**Interview date(s):** 20<sup>th</sup> and 23<sup>rd</sup> August 2021

### **Additional information**

**Benefits:** Pro rata of 23 days annual holiday (plus 4 days Xmas shutdown); healthcare; group life scheme; employee discount on NEC courses and other training and development opportunities.

**Working arrangements:** the post holder will be based at our office in Cambridge, and we do operate a remote working policy.

**Application**

To request full job description and/or apply, please email [helen.smith@nec.ac.uk](mailto:helen.smith@nec.ac.uk) with a CV and cover letter setting out:

- What appeals to you about the role?
- The fundamental skills and experience you would be able to bring to the role?
- Current salary?
- Notice period (if relevant)?
- If you live outside of Cambridge, would travel be an issue (where applicable)?